



WRITE EFFECTIVE PARAGRAPHS

State the main point first

The first sentence in a paragraph is the topic sentence. It is the most important sentence in the paragraph and signals the reader what the sentence is about. This is known as deductive writing.

Write unified paragraphs

Unity means that every sentence in the paragraph after the topic sentence is related to and supports the topic sentence. Sentences can explain, provide examples, compare and contrast, or form a chronology.

Write coherent paragraphs

Paragraphs are coherent when each sentence leads logically to the next sentence. Repetition, parallel structure, and transitions can be used to make paragraphs coherent.

Avoid overly long paragraphs (2-4 sentences, 4-6 lines)

If a paragraph contains many sentences, or long sentences, or many long sentences, the reader may have difficulty following it. Dividing a long paragraph into two or more paragraphs will increase its readability.

Questions? Email us at info@quillassociates.com